

# **Tuited Student Census Fall Update for 2008-2009**



## **Online Instructions**

DUE DATE: November 7, 2008



**IT: Data Management & Analysis  
(802) 828-3777**

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## System Requirements

Adobe Acrobat Reader (Free Download)

Internet Explorer 5.0 or greater

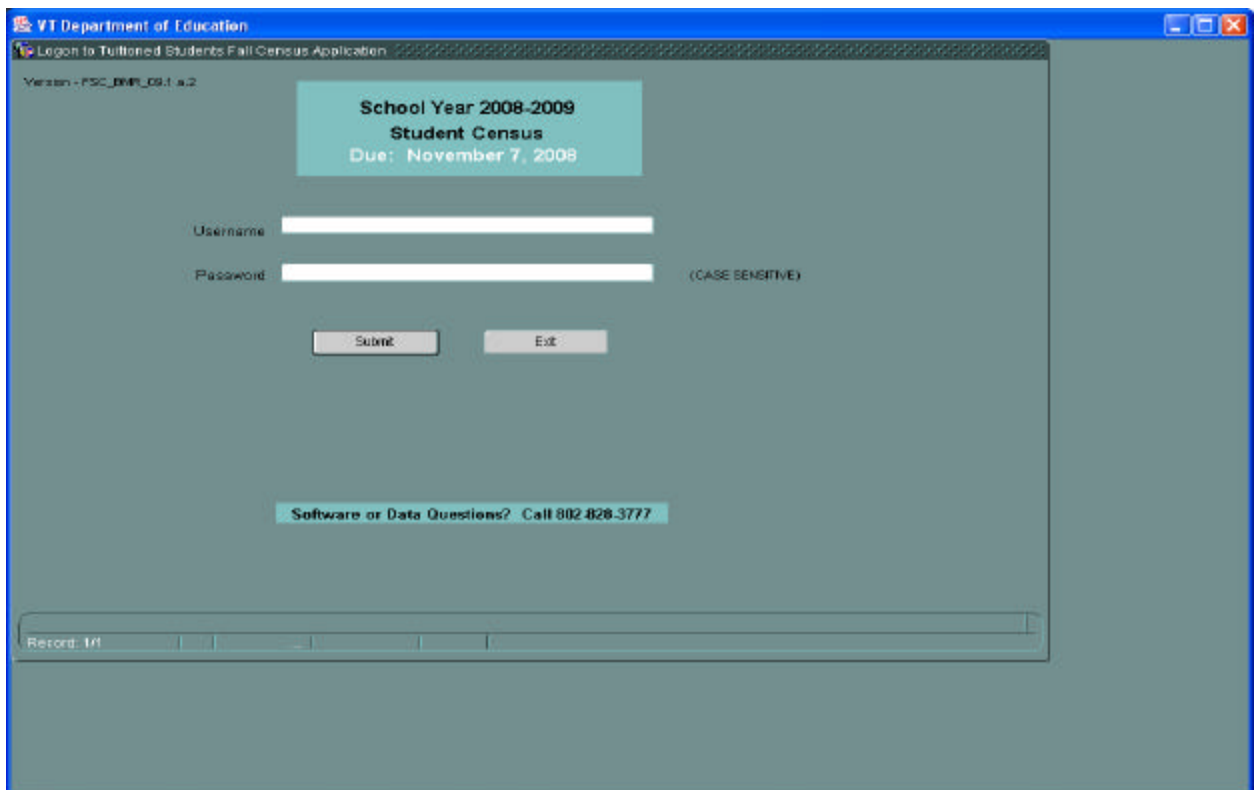
## Starting the Application

Windows open Internet Browser. Please note there are two underscores FSC\_BMR\_CLC

[https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC\\_BMR\\_CLC](https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC_BMR_CLC)

Mac users open Internet Browser. (MUST BE SAFARI). Please note there are three underscores FSC\_BMR\_CLC\_MAC

[https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC\\_BMR\\_CLC\\_MAC](https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC_BMR_CLC_MAC)

The screenshot shows a web browser window titled "VT Department of Education". The main content area has a header "Login to Tuitioned Students Fall Census Application" and "Version: FSC\_BMR\_CLC.1.a.2". Below this is a teal box with the text "School Year 2008-2009 Student Census Due: November 7, 2008". The login form consists of two input fields: "Username" and "Password", with a "(CASE SENSITIVE)" note next to the password field. There are "Submit" and "Exit" buttons below the fields. At the bottom, a teal box contains the text "Software or Data Questions? Call 802-828-3777". A status bar at the very bottom shows "Record: 1/1".

Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive.

## Technical Support

Call (802) 828-3777 for assistance with the data entry application.

## Due Date

Please submit completed data to the DMAT by November 7, 2008.

## **Main Menu Options**

### ***Organization Information***

**Enter/Edit Profile** - This button allows you to edit the information about your school.

### ***Student Information***

**Enter/Edit Data** - This button lets you add new students or edit existing student records.

**Export Student Data** – This option lets you export data in an Excel format. \*\*The export will pop up as a new window. If you are not seeing another window popping up on your screen, try holding the control key down before you click on the export button and keep holding it down until the excel report appears.\*\*

### ***Reports***

**Reports Menu** – This feature will create a report of all student records in the application. The reports are as follows:

- ADM of Students by SU/Town of Residence
- ADM Summary Report
- Census Signature Page

### ***Data Submission***

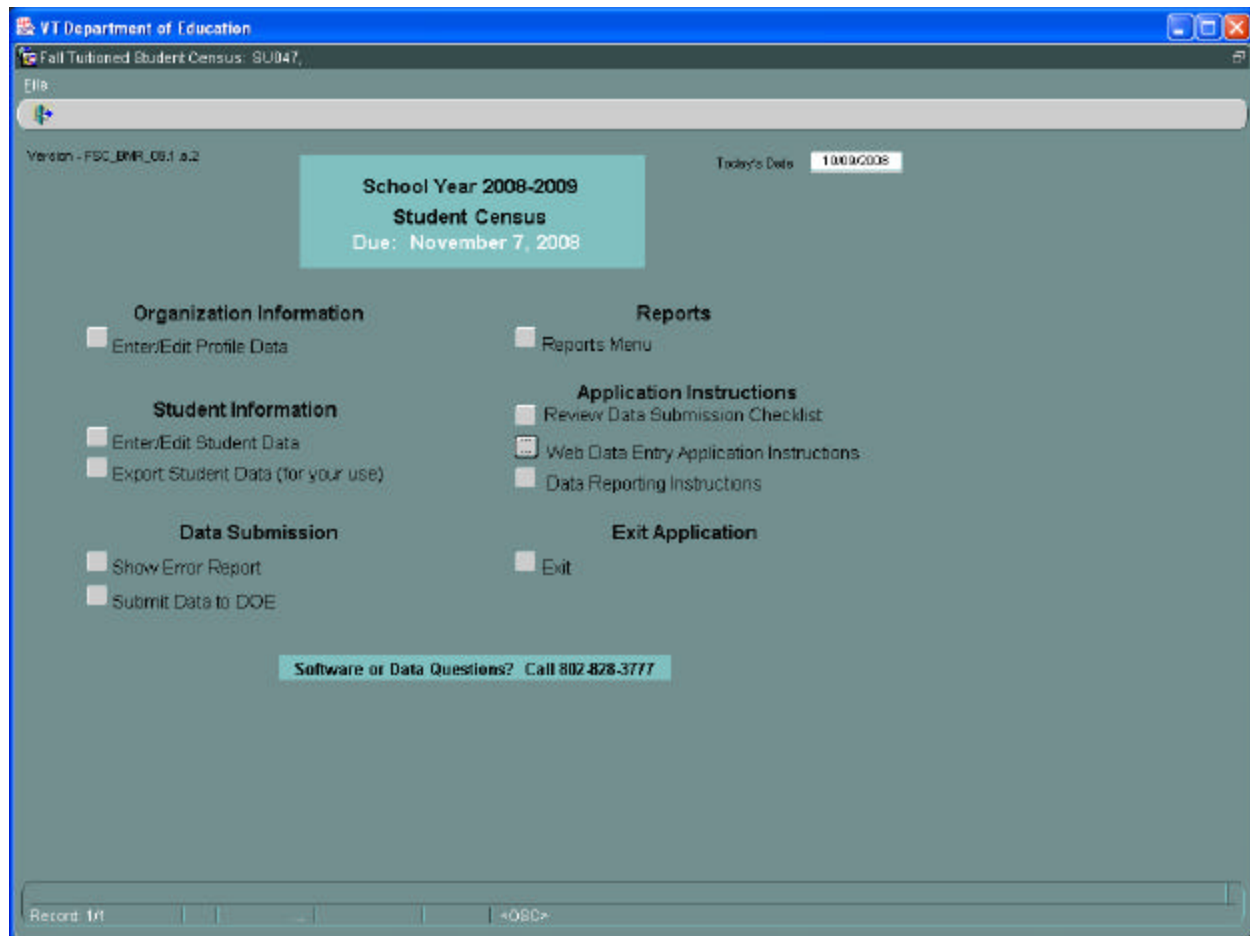
**Submit Data to DOE** - Click this button to submit data to DOE, once this button is pushed and submission message appears your data is locked and unable to accept any additional edits. If you must revise submitted data please call DOE @ 828-3777, and we will unlock your data file.

**Show Error Report** – This button will show a pdf error report for your census. The pdf will pop up as a new window popping up on your screen, try holding the control key down before you click on the show report button.

### ***Exit Application***

**Exit Application** - This button lets you exit the application and the data will be saved before exiting.

## Using The Main Menu Options



## Organization Information

File Edit Navigation

Fall Tuitioned Student Census: SU006, BENNINGTON - RUTLAND S.U.

ORGID: SU006 Organization Name: BENNINGTON - RUTLAND S.U.

### Organizational Information

**Mailing Address**  
 Street/ PO Box: PO BOX 2288  
 City/Town: MANCHESTER CTR  
 State: VT Zip Code: 05255  
 Phone Number: 802-362-2452

**Physical Address** ☐ Same As Mailing Address  
 Street: 129 LINCOLN AVE  
 City/Town: MANCHESTER CTR  
 State: VT Zip Code: 05255  
 Fax Number: 802-362-2455

Business Manager Info: ELL INFORMATION

**Number of Students Assessed / Reported as "English Language Learners" ELL**

District		Box 1, # of Students Reported LAST YEAR	Box 2, # of Students Assessed as having "ELL" THIS YEAR	Box 3, # of Students Shown in Box 2 who Reside w/Families Receiving Food Stamps
T056	DANEY	2		
T059	DORSET	0		
T119	MANCHESTER	11		
T134	MT. TABOR	0		
T150	PAWLET	1		

### Using The Enter/Edit Profile Data

Make sure that all of the Organizational Information is correct and ELL (LEP) information is entered for your supervisory union.

## Student Information

### *Using The Enter/Edit Student Records*

Use this screen to add/edit student records. Select option from top toolbar.

NOTE: Record changes are automatically saved when you move to another record.

**Search --** This button lets you enter a student ID number or student name to search for students.

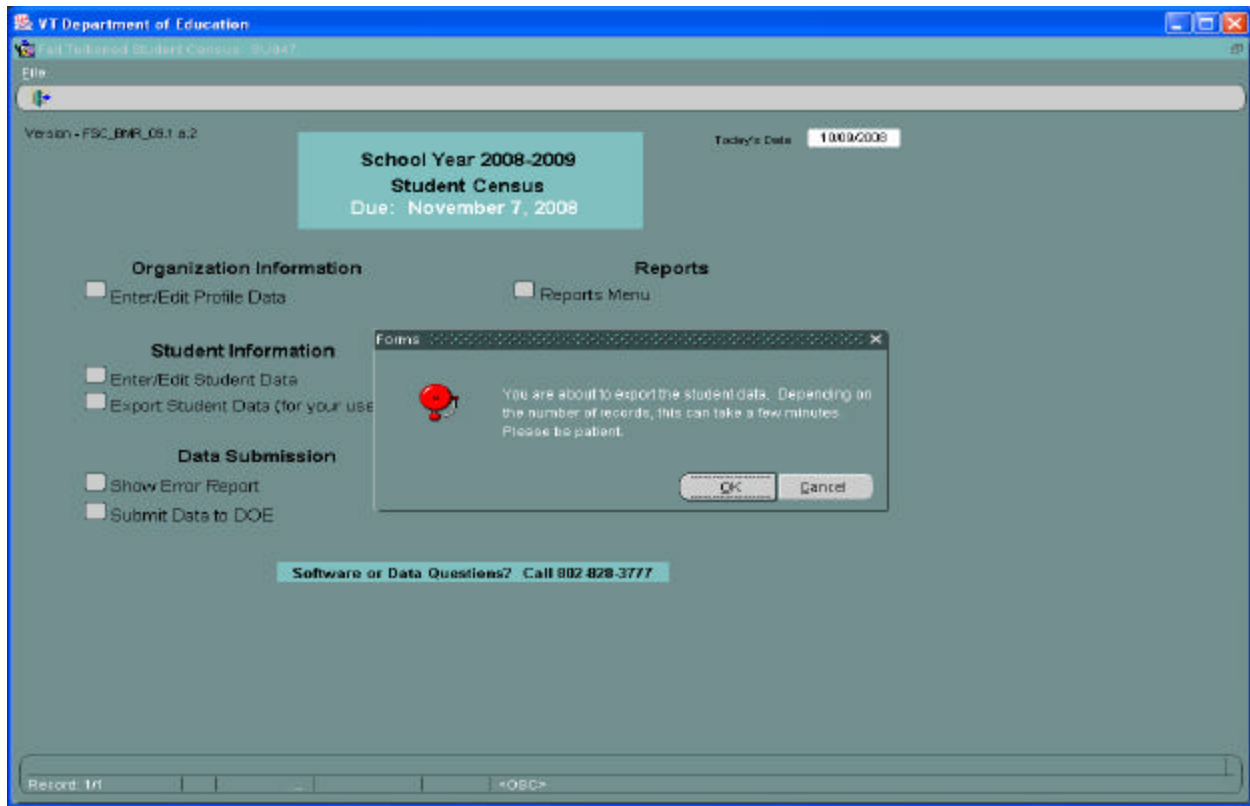
**Sort** – This button lets you sort by last name, grade or student ID.

**Add Record(s)** – This button lets you enter a new student.

Please reference data reporting instructions for descriptions of data elements.

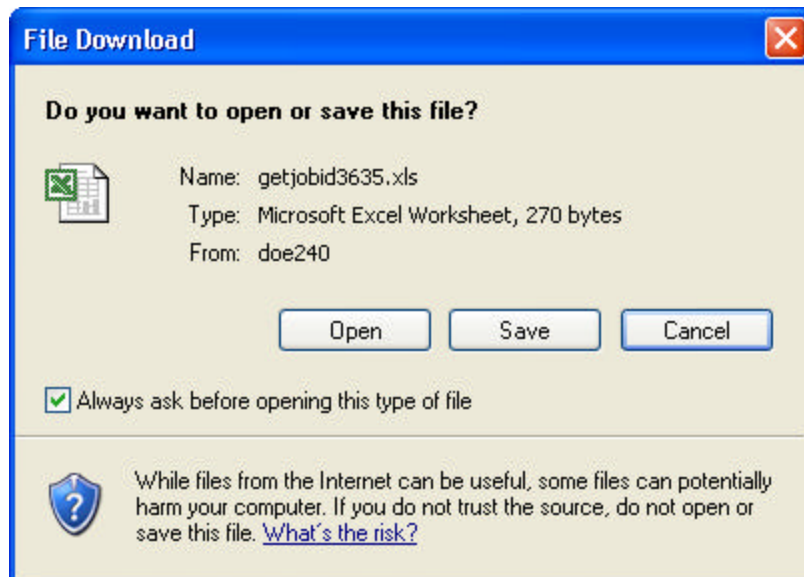
To return to the main menu you must select File then Return to Main Menu.

## Student Information



### *Export Student Data (for your use)*

You will get a message stating this may take a few moments, click ok.



You may open or save your file to a specified location. Your data will remain in the program.



## Reports

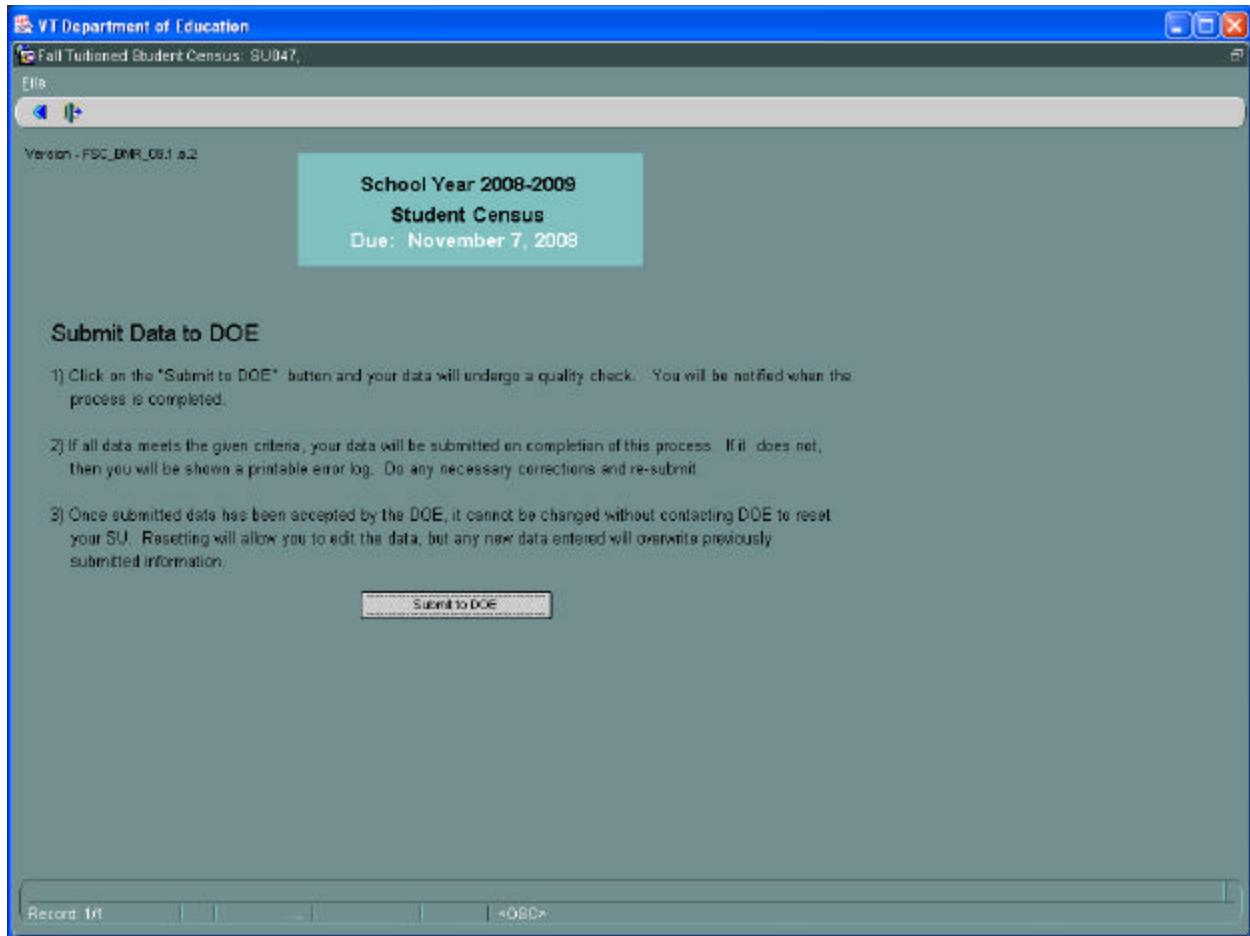
The screenshot shows a web application window titled "VT Department of Education". The browser address bar shows "Fall Tuitioned Student Census: SU006, BENNINGTON - RUTLAND S.U.". The page has a header with "Version - FSC\_BWR\_08.2a.2" and "Today's Date 10/02/2007". The main content area is titled "Report Menu". It contains three sections: "Choose a Fiscal Year:" with a dropdown menu, "Choose a Report:" with a list of three reports (ADM of Students by Supervisory Union/Town of Residence, Average Daily Membership Summary, and Census Signature Page) each with a "Report" button, and "Choose a Format:" with radio buttons for "Excel" and "PDF". A "Submit Request" button is at the bottom. The footer shows "Record: 1/1" and a navigation bar with "<060>".

### *Reports Menu*

Click on the Report button next to the description that you would like to view or print. These reports are as follows:

- ADM Summary Report
- ADM of Students by SU/Town of Residence
- Census Signature Page

## Data Submission



### ***Submit Data To Doe***

Click on Submit Data to DOE.

Your application will now cycle through the submission process, if you have any errors, or have previously submitted your data you will not be able to proceed.

If you have any questions on this process, call DMAT at 828-3777.

### ***Show Error Report***

This button will show a pdf error report for your census. The pdf will pop up as a new window popping up on your screen, try holding the control key down before you click on the show report button.

## Exit Application

### ***Exit***

Click, "Exit" to exit the online application.